



Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist III	Working Title Information Architecture Advisor
Employee Name Vacant	Position Number 791-150-1415-001
Project/Division Name Office of the Agency Information Officer	Supervisor's Name Kimberly Crabtree
Unit Agency Enterprise Architecture	Supervisor's Classification Information Technology Manager II
Physical Work Location Remotely Centered / 2495 Natomas Park Drive, Suite 540, Sacramento, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
Revision Date 12/7/2022	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>) </p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>OSI's Distributed Workplace Program (DWP) means that this position may work Remotely at OSI office space, and/or other locations</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the administrative direction of the California Health and Human Services (CalHHS) Agency Enterprise Architect and in collaboration with others within and external to the OAI, the ITS III provides leadership and expertise in data architecture subject matter for the Health and Human Services Agency's Enterprise Architecture (EA) and related strategic and tactical planning activities. Accountable for master-level coordination and individual contribution toward the development, alignment, and evolution of the enterprise-wide information planning functions for CalHHS such that they support and advance its programmatic (business) and information technology needs. Leads highly analytical work through direct and indirect use of Agency resources.</p> <p>The ITS III will have experience in partner-facing roles and enterprise-scale system environments. The incumbent works as an enterprise architect that contributes primarily data architecture domain knowledge and expertise of EA to further strategic Agency initiatives. The IT Specialist III requires expert-level knowledge and experience in designing efficient and complex data designs for transaction processing, data analytics, and data warehousing. The incumbent utilizes master-level expertise and skills in future technology trends, interfaces, protocols, and data architecture styles to advise management on formulating a data management strategy, policy, and governance. Following enterprise architecture practice methods and workstreams designed by the OAI, the ITS III consults on the most complex IT initiatives representing not only EA but data related design aspects and needs. The ITS III helps to author and vet data relevant portions of CalHHS data standards and facilitates workgroups to develop strategically important information strategies, information design and data focused technology within design reference and solution architectures.</p>	

Percentage of Duties	Essential Functions
35%	<p>CalHHS Agency Enterprise Architecture</p> <p>Advise and/or design technology strategies that enable the commonly needed operational capabilities across programs. Support program development of enterprise architecture strategies that promote CalHHS' IT and Data Vision to drive interoperability, data sharing and a secure, person-centric service model. Develop and govern target data aspects of business capability architectures across CalHHS in coordination with the strategic direction of the Agency and member departments, offices and boards ("entities"). Lead tactical planning activities, that promote and normalize interoperability, data sharing and coordinated modernization in support of integrated and prioritized service delivery while providing opportunities for department-specific approaches. Advance data sharing across CalHHS departments, identifying and leveraging like services and adoption of common solutions where appropriate. Represent data architecture within the CalHHS Governance and subset EA Assurance Framework, that consistently and responsibly drives architectural principles and strategies into CalHHS IT efforts. Express data governance knowledge and ability to anticipate and manage complex issues affecting CalHHS organizations, including the ability to develop policy and integrate all aspects of a data governance strategy. Leverage Organizational Change Management methods that foster the consistent establishment of applying EA principles to technology design and implementation activities. Develop data architecture strategies and supporting artifacts to assist CalHHS entities to progress in strategic efforts.</p>
35%	<p>Information Architecture Liaison Services</p> <p>Represent CalHHS enterprise architecture in information architecture engagements. Engage with CalHHS Center for Data Insights and Innovation (CDII) by acting as the liaison between CalHHS strategic and CDII initiatives. Be an active representative of CalHHS agency EA in CDII efforts to ensure alignment between agency's target data strategies and CDII are complementary. Attend appropriate CDII work groups and engage with CDII leadership teams to resolve challenges for which agency can assist and/or be impacted. Author data policies and/or standards resulting from CDII work for publication within the CalHHS EA program. Work with multiple partners to design enterprise information architecture concepts/outputs.</p>
15%	<p>Consultation and Technical Support Services</p> <p>Identify and investigate complex problems and issues and recommends corrective actions. Upon request, engage with department technology organizations to understand their existing data architecture needs, practices, and maturity for the purposes of providing consultative or advisory expertise. Consult with business and technical subject matter experts (SMEs) where appropriate and develop alternatives for consideration. Advise on options, risks, cost-benefits, impacts on other business processes and data priorities. Provide delivery of direct support services to accelerate EA activities of CalHHS and entity projects and initiatives. Work within the boundaries of the Office of Systems Integration (OSI) consulting engagement model to provide consultative support services to CalHHS entities that lack data expertise in projects and/or initiatives. Support Portfolio Support services teams and projects with data solution strategies for the most complex agency initiatives. Review and guide efforts for related concept/planning documentation. Review select project concepts to ensure compliance with the Agency EA and target architecture.</p>
10%	<p>Communications and Presentations</p> <p>Provide executive-level presentations, light-training to partners, and facilitate discussions, focused on data architecture, data implications on business strategy, and results reporting efforts. When necessary, develop and provide light training opportunities to internal state partners and/or project teams for the purpose of overcoming challenges and providing knowledge to state staff that are less mature in data architecture practices. Research data frameworks and facilitate discussion and sponsor the further exploration of incorporating such frameworks into CalHHS operations. Represent CalHHS enterprise architecture as it relates to data domain topics during seminars, conferences, external vendor discussions, and internal state community meetings and events.</p>

Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: Not Applicable	Bending/Stooping: 1-25%
Other:	
Type of Environment: a. Cubicle b. N/A	
Interaction with Public: a. N/A b. Select c. Select.	

5. SUPERVISION

Supervision Exercised <i>(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)</i>
None

6. SIGNATURES

Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date

Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	
Supervisor's Name (Print)	
Supervisor's Signature	Date

7. HRD USE ONLY

Human Resources Division Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	CR	12/21/2022

<p>Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i></p> <p>* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations Made:</p>
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**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE